

Feb-24-05 ESD Safety Committee Meeting Minutes

1 Surprise inspection

The announced 'surprise inspection' has not occurred yet (scheduled for January). Jil will check the status.

2 OSSEPP form

It was pointed out that in some cases no OSSEPP form was submitted even though field works were conducted. Some may not aware of the procedure.

- (a) Jil will send e-mail reminder of the requirement.
- (b) Bo wants stronger enforcement of the OSSEPP. Signing the form is mandatory
- (c) No action item has been set for (b). Agenda for the next meeting? Jil will come up with a way to enforce this?

Currently 30 OSSEPP active. 2-3 so far in '05.

OSSEPP form will be available on the ESD Web page (Joyce).

3 ISM Review

The review went extremely well. Bo congratulated on this.

Note: MESH review (involves scientific peer review) is every 4 years

4 Lab safety primer

Deb's safety manual (Margaret's lab) was presented. Mostly a collection of critical safety info (emergency contact, procedure etc). from the Web. There was a debate regarding a possibility of including lab specific protocols (e.g., handling specific chemicals, operating equipment). To avoid diluting the importance of "safety" by widespread "lab procedures/techniques", it was loosely agreed that they should be kept separate (not solid yet).

- (a) Jil will have an original electronic copy so that the manual can be updated. To use the manual as individual lab's own template, a Web link to an electronic version of this manual will be announced.
- (b) Temporary form for lab users should be implemented. This involves a short check list/reminders (already in the template), but each user has to sign the form (not in the template yet) as an evidence.

5 Health and safety lab flyer

- (a) Flyer should include a space for building emergency response and emergency response team.
- (b) Too much (detailed) info on the flyer discourages people to read the flyer, but it has to be useful. The flyer should provide links for specific counter actions

- (contact info, protocols), including lab primer (specific lab procedures for, for example, spill treatment, can be found on the Red Flip Chart)
- (c) Red Flip Chart improvement should be done at the LBNL level (not ESD). The issue with the Chart will be consulted with people in charge.

Safety communication is an critical issue (Safety awareness. Making people “actually” read what is posted and circulated). This will be an agenda for the next week’s meeting.

Seiji